

PERSONNEL BOARD MEETING MINUTES

Monday, June 7, 2021 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Chairperson; **Clayton Warren Angus Jr.**, Vice-Chairperson; **Christiane Diaz**, Member; **Enrique Vargas**, Member.

PRESENT Stephen Dielmann, Chairperson; Clayton Warren Angus Jr., Vice-chairperson; Christiane Diaz, Member; Enrique Vargas, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT

Quorum is present.

MEETING MINUTES

1. Request to approve the minutes of the May 2021 Personnel Board meeting.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received May 2021.

- | | |
|------------------------|-------------------|
| 1. Steven Bauer | Police Department |
| 2. Jamileth A. Quijano | Police Department |

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

3. Report of Leave without Pay for May 2021.

SO NOTED.

4. Report of Civil Service Appointments for May 2021.

- | | |
|--|---|
| 1. Christina Rodriguez (<i>Ex. Asst. to the Director of Cons. and Maint. – 05/03/2021</i>) | Construction and Maintenance Department |
| 2. John Downs (<i>Property Main. & Operations Superintendent – 05/03/2021</i>) | Construction and Maintenance Department |
| 3. Matthew Munoz (<i>Fire Engineer – 05/16/2021</i>) | Fire Department |
| 4. Marshall St. Gerard (<i>Fire Lieutenant – 05/16/2021</i>) | Fire Department |

SO NOTED.

5. Report of Resignations for May 2021.

- | | |
|------------------------|--------------------------------------|
| 1. Janey Martin | Building Division |
| 2. Mario A. Alem | Fire Department |
| 3. Ruben Martinez | Fire Department |
| 4. Anthony Scaccianoce | Fire Department |
| 5. Fred T. Zoller | Fire Department |
| 6. Nikki A. Rodriguez | Grants and Human Services Department |
| 7. Ernesto M. Soto | Parks and Recreation Department |

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| 8. Katherine Cardoso Lopez | Police Department |
| 9. John W. Edinger | Public Works Department |
| 10. Rolando Perez | Public Works Department |
| 11. Robert Lloyd-Still | Risk Management Department |
| 12. Humberto Fernandez | Streets Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for May 2021.

- | | |
|--------------------------|-------------------|
| 1. Jason R. Ramos | Fire Department |
| 2. Francisco J. Aldavert | Police Department |
| 3. Billy Z. Lezcano | Police Department |
| 4. Rafael E. Otano | Police Department |
| 5. Jose M. Rivera | Police Department |

SO NOTED.

7. Request to approve the eligibility list for **Purchasing Manager**.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

8. Request to approve the eligibility list for **Director of Streets**.

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Diaz. Motion carried unanimously.

9. Request to approve the eligibility list for **Office Assistant (Education and Community Services Department)**.

APPROVED 4-0. Motion by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously.

10. Request to approve the eligibility list for **Purchasing/Special Events Technician**.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

11. Request to approve the eligibility list for **Education Center Director I**.

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

12. Request to approve the eligibility list for **Education Center Director II**.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

13. Request to reclassify *Ms. Yumai Oliva* from **Legal Secretary** to **Executive Legal Assistant**.

Copy of both job descriptions are attached.

Range 26: \$1,029 - \$1,988 Bi-weekly.

Range 31: \$1,386 - \$2,828 Bi-weekly.

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

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14. Request to approve the NEW job description for **Librarian Aide II.**

Copy of the proposed job description is attached.

Range 46: \$1,029 - \$1,988 Bi-weekly.

APPROVED 4-0. Motion by Ms. Diaz. Second by Mr. Angus. Motion carried unanimously.

15. Request to approve the NEW job description for **Executive Assistant (Library).**

Copy of the proposed job description is attached.

Range 50: \$1,369 - \$2,664 Bi-weekly.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

16. Request to approve the changes to the job description for **EPI Youth Program Coordinator.**

Copy of the revised job description is attached.

Range 49: \$1,196 - \$2,524 Bi-weekly.

APPROVED 4-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

17. Request to approve the changes to the job description for **Office Associate Confidential.**

Copy of the revised job description is attached.

Range 25: \$987 - \$1,874 Bi-weekly.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Vargas. Motion carried unanimously.

18. Request to conduct an in-house, non-competitive civil service examination for **Victim Advocate I**
(*Ornella C. Sorrentino*).

a. In-house, non-competitive

b. 100% oral

c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of the job description and resume are attached.

Range 51: \$1,386 - \$2,828 Bi-weekly.

APPROVED 4-0. Motion by Mr. Vargas. Second by Mr. Angus. Motion carried unanimously.

19. Request to hear **unfinished business.**

20. Request to hear **new business.**

20-A. Request to elect new Chairperson and Vice-chairperson for the Personnel Board.

APPROVED 4-0. Motion to elect Mr. Stephen Dielmann as Chairperson for the Personnel Board by Mr. Vargas. Second by Ms. Diaz. Motion carried unanimously.

APPROVED 4-0. Motion to elect Mr. Clayton Warren Angus Jr. as Vice-chairperson for the Personnel Board by Ms. Diaz. Second by Mr. Vargas. Motion carried unanimously.

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21. Request to hear comments and questions.

Meeting Adjourned – 6:15 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, AUGUST 2, 2021 – 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.